

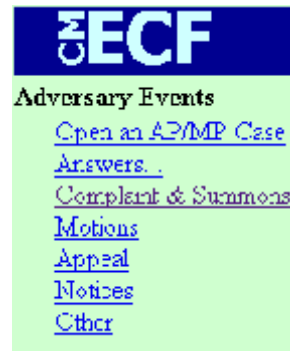
FILING AN OBJECTION TO A MOTION

Filing an objection to a motion in a bankruptcy case or in an adversary proceeding is the same basic process.

- * Click **Bankruptcy** or **Adversary** on the CMECF Main Menu Bar as shown below depending on whether the objection is being filed in the main Bankruptcy case or in an Adversary proceeding.



Depending on your choice on the previous screen, the **Bankruptcy Event** or the **Adversary Events** screen appears.



- * Click **Answer/Response**.

The **Answer/Response** screen appears as shown below.



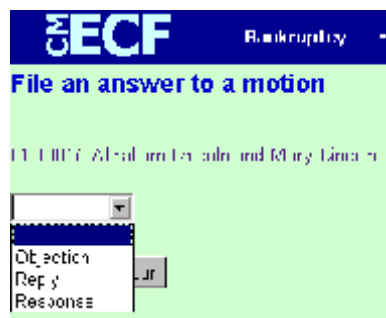
- * Click **Reference an Existing motion/application**.

The **Case Selection** screen appears as shown below.



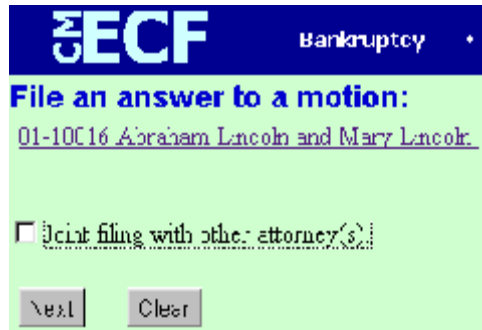
- * Enter the case number including the hyphen.
- * Click **Next**.

The next screen appears with the case name and number as a hyperlink as shown below prompting you to select the type of answer/response being filed.



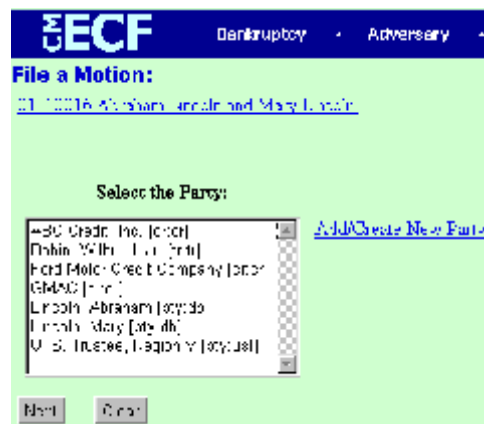
- * Click the down arrow to the right of the box and select **Objection**.
- * Click **Next**.

The Joint Filing screen appears as shown below.



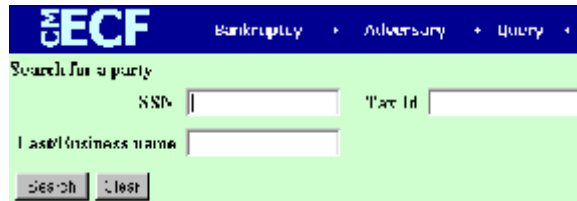
- * If this is a joint filing with another attorney, select the box.
- * If this is not a joint filing with another attorney, do not select the box.
- * Click **Next**.

The **Party Selection** screen appears similar to the one shown below.



- * **If the party on whose behalf the document is being filed is included in the party list, select the party then click **Next** and proceed to Page 12.6.**
- * **If the party is NOT included in the party list, click the **Add/Create New Party** button and proceed to the next page.**

The **Party Search** screen appears as shown below.



- * Enter the party's last name or business name then click **Search**.
- * If there are no matches, the system will return a **No Person Found** message.

Make sure your search criteria is accurate.

If the party is not found on the first try, use different criteria to search again.

- * If the **No Person Found** message appears, click **Create New Party**.



The **Party Information** screen appears as shown below.

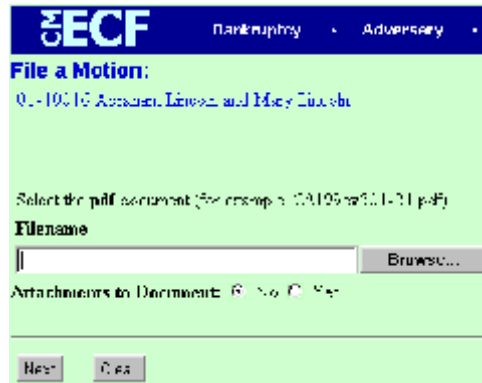
- * Enter the party's information in the appropriate field(s).
- * The default in the **Pro se** field is **No**. Accept the default.

NOTE: The only time the **Role** default is correct is when you're filing a new voluntary bankruptcy case.

- * Expand the **Role** field by clicking on the down arrow to the right of the Role box as shown in the screen below.

- * Select the appropriate role.
- * Click **Submit**.

The **PDF Selection** screen appears as shown below.



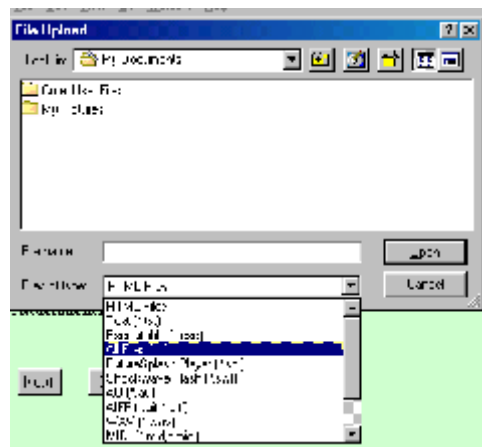
The screenshot shows a web interface for the ECF system. At the top, there is a blue header with the ECF logo and navigation links for "Bankruptcy" and "Adversary". Below the header, the page title is "File a Motion:" followed by the case name "03-10010 Anderson, Liwan and Macy Llaneta". The main content area is green and contains the instruction "Select the pdf document (for example: 03105.pdf) 03105.pdf". There is a text input field labeled "Filename" with a "Browse..." button to its right. Below this, there is a section for "Attachments to Documents" with radio buttons for "Yes" and "No". At the bottom, there are "Next" and "Cancel" buttons.

You need to locate, preview and associate the PDF file with the docket entry.

- * Click the **Browse** button.

The File Upload screen appears as shown below.

- * Click the down arrow to the right of the **Files of type** field as shown.



- * In the drop-down box, click on **All Files(*.*)**.

- * Locate the appropriate pdf file.

NOTE: Always preview a file before you associate it with the docket entry.

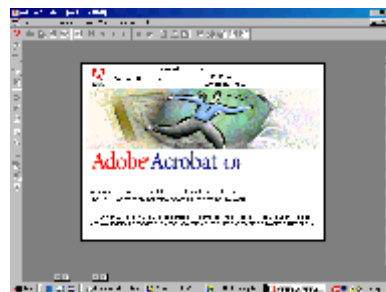
- * To preview the file, right click the file.

A drop-down menu similar to the one below will appear.



- * Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



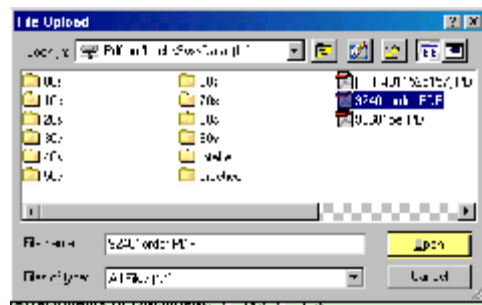
The selected file will open with Adobe Acrobat Reader.



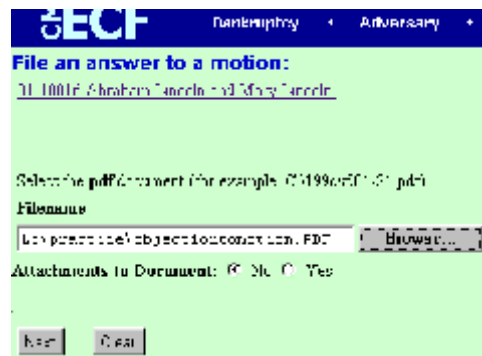
- * Check the file to confirm that it is the correct one.
- * Close Acrobat Reader by clicking the **X** on the (blue) Adobe Title bar.

This will bring you back to the File Upload window.

- * Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This associates the PDF file with the docket entry as shown in the screen below.



- * If there is no attachment to the objection, accept the default of **No** and click **Next**.
- * If there is an attachment, select **Yes** then click **Next** and proceed to locate, preview, associate and identify the attachment file. Then click **Next**.

The **Reference** screen appears as shown below.

File an answer to a motion:

01/10/2016 2:06pm Larecki and Kline Search

☐ Does this filing refer to an existing document in this case? (If yes, click on the box)

☐ Yes. If the court requires submitting an answer to a motion, you will be prompted to upload a supporting document to the court. Then, click on the box to establish a relationship to the motion you are answering.

- * Select the box next to the question “Does this filing refer to an existing document ...?” to indicate **Yes**.
- * Click **Next**.

The **Category selection** screen appears as shown below.

Please select the categories of documents in which your document resides:

Type

agenda

appeal

appeals

claims

comp

encl

encl

envt

miscell :

n other

notice

order

plan

in state

utility

Reset

Clear

You are prompted and must select the category of documents to which the objection refers.

- * Select **Motion**.
- * Click **Next**.

A screen similar to the one shown below will appear listing all the pending motions in the case.

[illegible]

- * Select the box to the left of the motion to which the objection refers.
- * Click **Next**.

The next screen appears as shown below advising that you must complete the text of the docket entry to identify the document to which the objection refers.

ECF Homeopathy > Advocacy > Query > Requests > Utilities

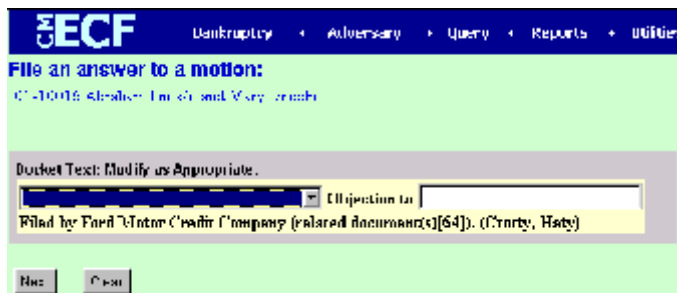
File an answer to a motion:

01 -CC-15-Aschheim Dispute and Mary Dispute

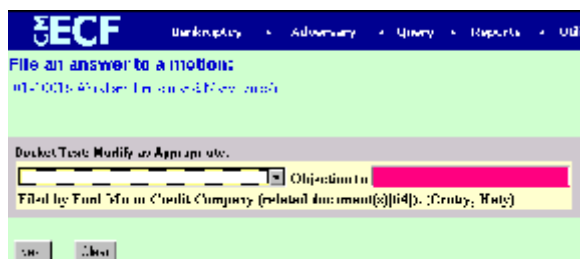
Complete The Docket Window With The Name Of The Document To Which You Are Objecting

- * Click **Next**.

The **Modify Docket Text** screen appears as shown below.



- * In the option text box highlighted below, enter the additional text to identify the document to which the objection refers, i.e. GMAC's Motion for Relief from Stay.



- * When the entry is correct, click **Next**.

The Final Docket Text screen appears as shown below.



- * Carefully check the entry. This is your last chance to make any corrections.

NOTE: BEFORE the final submission of an entry, you may use the browser BACK button at any time during a docketing process to verify or make corrections to a prior screen.

BEFORE the final submission of an entry, you may cancel or abort an event at any time during the docketing process by clicking on another menu option on the CMECF Main Menu Bar.

* If the entry is correct, click **Next**.

The Notice of Electronic Filing appears.

ECF Ranking/Query · Adversary · Query · Reports · Utilities · Engage

File an answer to a motion:

[01-10016, Abhishek Tanna and Mayank Tanna](#)

Notice of Electronic Filing

This Electronic Filing was received from Abhishek Tanna on 11/16/2001 at 4:53 PM PST.

Case Name: Abhishek Tanna and Mayank Tanna
Case Number: 01-10016
Document Number: 29

Docket Text:

01-10016-29: Affidavit of service (affidavit filed for Fisher, Steven, dated filed by First Motion Credit Company (related documents)) (6 p.) (Crutty, Mayo)

The following document(s) is/are consist of well filed in this case.

Document description/Idem Description:
Original filename: 01-10016-29.doc (version 2.0b)